

MAJOR AWARDS

25 AUGUST 1976

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Approved For Release 2003/03/10 : CIA-RDP80-00700A0000200040001-0

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: EXECUTIVE SECRETARY
SUGGESTION AND ACHIEVEMENT
AWARDS COMMITTEE
5-E-54, HEADQUARTERS

EXTENSION

NO.

DATE 18 August 1976

25X1

TO: (Officer designation, room number, and building)

DATE

RECEIVED

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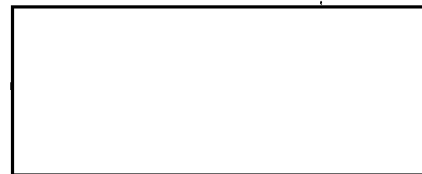
OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Mr. F. W. M. Janney
5E 58 Headquarters

Attached is the AGENDA for the
Suggestion and Achievement Awards
Committee Meeting on Wednesday,
25 August 1976 at 0930 in 5E 62,
Headquarters.

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SUGGESTION AND ACHIEVEMENT AWARDS COMMITTEE MEETING

Wednesday, 25 August 1976

0930

5E 62, Headquarters

A T T E N D A N C E L I S T

CHAIRMAN

F. W. M. Janney

WITNESSES

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A G E N D A

1. Call to order
2. Minutes of last meeting (TAB 1)
3. Executive Secretary's Report
4. Comments by Chairman
5. Discussion by Members
6. Vote on the following cases (TAB 2):

TAB

NO.

SUBJECT

A

SA-50
(a)

Special Achievement Award Nomination -

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<u>TAB</u>	<u>NO.</u>	<u>SUBJECT</u>	
B	SA-55	Special Achievement Award Nomination - [REDACTED], ODP	25X1A
*	SA-56	Special Achievement Award Nomination - [REDACTED], OTS	25X1A
**	EA-52 (b)	Exceptional Accomplishment Award Nomination - [REDACTED], OWI	25X1A
**	EA-57 (c)	Special Achievement Award Nomination - [REDACTED], NPIC	25X1A

*Will be distributed at Committee Meeting if concurred in by DD/S&T.
 **TOP SECRET/CODEWORD CASES: To be handed out at Committee Meeting if released by DD/S&T.

Schedule for Witnesses:

(a) 0945:	[REDACTED]	25X1A
(b) 1000:		
(c) 1015:		

7. Adjournment

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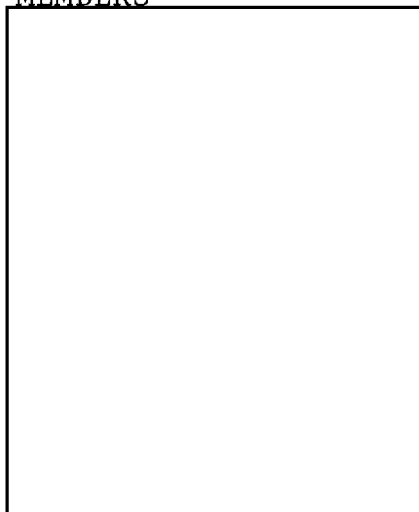
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SUGGESTION AND ACHIEVEMENT AWARDS COMMITTEE
MINUTES

23 June 1976

On Wednesday, 23 June 1976 at 1020, Mr. F. W. M. Janney, Chairman, chaired the regular meeting of the Suggestion and Achievement Awards Committee in 5 E 62, Headquarters. The following were present:

MEMBERS



Office of the Director
Directorate of Science
and Technology
Directorate of Operations

Directorate of Administration
Directorate of Intelligence

Office of Security

Executive Secretary
Incentive Awards Officer

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MINUTES

The minutes of the 22 April 1976 Meeting were approved as written.

REC. SEC.
REPORT

Since the 22 April 1976 Meeting, 98 suggestions have been received, 90 or 92% were eligible and 8 ineligible. The Committee's Staff closed 91 cases. Three (3) Special Achievement and two (2) Exceptional Accomplishment Award nominations were received since the last meeting.

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The DDO Special Panel declined 4 suggestion cases at yesterday's meeting. The Panel recommended Special Achievement awards of \$300 and \$1,000 for two cases. The Panel declined one Exceptional Accomplishment nomination as being too premature at this time for being of value to DDO components.

All Suggestion and Achievement Program data to date has been input to the computer. We have received listings and rosters to verify the input. The program is now written so that we can receive the normal FY-end reports, outstanding case listings, etc.

COMMITTEE
ACTION

The Committee took the following action on the cases listed below:

<u>NO.</u>	<u>SUBJECT</u>	<u>ACTION</u>
73-268	MLT-1540 Light Table Modification	\$625 award based on tangible savings of \$12,960.
74-247	Multipole Switches to Interface Delta Data Terminals and Texas Instruments Printers	\$50 Advisory award to [redacted] for his 25X1A foresight in communicating this suggestion to the Committee. \$600 award, equally shared by Messrs. [redacted] and [redacted] based on 2/3 credit for annual savings of \$25,245 (\$830), plus SUBSTANTIAL/LIMITED (\$70) intangible benefits. Letter of Appreciation to [redacted], an outside contractor.
		25X1A
		25X1A
		25X1A
76-318	COM Fiche to Replace Paper Output	\$450 award based on annual savings of \$5,828 (\$345), plus SUBSTANTIAL/EXTENDED (\$105) intangible benefits.

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ADJOURNMENT

The meeting was adjourned at 1035.



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Executive Secretary
Suggestion and Achievement Awards Committee

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SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

SA NO. 50: Nomination Date: 15 July 1976

[REDACTED], GS-10
Intelligence Officer - Physical Scientist
Directorate of Science and Technology/
OSI

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A. Summary

The attached nomination from Director of Scientific Intelligence recommends an interim Special Achievement Award of \$1,500 for

[REDACTED]

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B. Current Evaluations

Evaluations as to the importance of the Brief are attached from Chairman, Scientific and Technical Intelligence Committee and from Special Assistant/Strategic Intelligence, Office of the Comptroller. Copies of the newly printed Brief, distributed on a very selective basis on 4 August 1976, will be displayed at the Committee Meeting. The publication is classified TOP Secret and CODEWORD.

C. Recommendation of Executive Secretary

\$1,500 Special Achievement Award (EXCEPTIONAL/BROAD). Review at such future date as added benefits may appear and OSI recommends consideration for added recognition.

D. Decision of the Committee

✓ Approved \$1,500 Award
Disapproved 25 Aug. 1976 Date

Atts

Biographic Profile
Fitness Reports

NOTE: OSI Witness will appear during review of this case to answer any questions.

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SUBJECT: Recommendation for Special Achievement
Award

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c. [] displayed considerable initiative and creativity in the organization and writing of the Brief. His persistence in doing as good a job as possible is exemplified by the considerable overtime which he devoted to the effort on a voluntary basis and without compensation. We estimate that during the period the Brief was being prepared, mid-November 1975 to mid-May 1976, [] devoted at least 200 hours of his own time. Further, [] demonstrated exceptional ability in integrating into the final document the views of more senior working group members in a manner satisfactory to the management of the member agencies -- FTD/AF and NSA -- as well as the views of the Scientific and Technical Intelligence Committee membership and [].

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4. Evaluations

a. We believe the Brief will be of much value and have extensive application throughout the Intelligence Community. [] has advised us that the preparation of the Brief was an excellent accomplishment and that it will have much value and application throughout the Intelligence Community, especially in those DDO components concerned with Soviet targets. The Chairman, STIC in speaking very highly of [] work noted that the manner in which the Brief is organized, together with its completeness, should save considerable time, effort, and indirectly funds, on the part of the users. OTS has been advised of the Brief's contents, and we expect that ORD and OEL will be using parts of the information contained in the Brief in their research and development of future technical collection systems.

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b. As you know, our initial nomination for [] accomplishments was studied by the DDO Special Panel for value to covert collection. The Panel reached an interim conclusion on 22 June 1976 to the effect that the Brief had not yet been fully put to use in DDO components and, therefore, it was too soon to assess its value to the DDO.

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SUBJECT: Recommendation for Special Achievement
Award

c. With minor updating periodically the publication in its present form will be useful for many years. In view of the extent of use expected primarily by collec-

[redacted]
and consistent with the Intangible Benefits Guide, we estimate the value of the Brief at this time to be EXCEPTIONAL and the extent of application BROAD.

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5. Line of Duty

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[redacted] has been an analyst in OSI and the Agency for about two years. He entered on duty in July 1974 as a GS-9 and was promoted to a GS-10 in October 1975. The initiative, creativity, analytical and technical ability, persistence, and extent of knowledge on Soviet activities demonstrated by [redacted] in the preparation of the Brief was at a level expected of a GS-13/14. An analyst at the GS-10 level involved in a project of this magnitude and complexity would normally be called upon to prepare or assist in the preparation only of a section of the Brief.

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[redacted] accomplishment clearly exceeds his job requirements and went well beyond what one would expect of an individual at his grade level. Further, all participants on the working group are of considerably higher grade levels than [redacted] assistant, who provided some guidance and assistance to [redacted] believes that the achievement is worthy of recognition at this time.

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6. Award Recommendation

a. During the past two months, we have carefully considered various forms of reward for [redacted] brilliant work including a promotion, Quality Step Increase or an Honor and Merit Award. We have concluded that recognition through an Agency financial award would be most fitting at this stage of his career. It would also serve, in our opinion, to stimulate other OSI analysts to a higher level of performance.

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SUBJECT: Recommendation for Special Achievement
Award

b. Based upon [] accomplishments to date we recommend the Agency's Special Achievement Award and an honorarium of at least \$1500. At such time as we note the realization of additional value from Intelligence Community-wide use of the Brief, we will submit a recommendation for added recognition.

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[]
KARL H. WEBER
Director
Scientific Intelligence

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FROM:

Director, ODP

EXTENSION

NO.

DATE

10 AUG 1976

TO: (Officer designation, room number, and building)

DATE

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OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Mr. Thomas Yale
Director of Finance

*Telephonic concurrence
by [redacted] [signature]*

TOM:

2.

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Would OF wish to make any comments on this case before I pass it on to the DDA for concurrence and thence to the Suggestion/Achievement Awards Committee for action? Many thanks.

3. D/ODP

[signature]

4.

5. DDA

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Danny

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advises that OF is in wholehearted agreement with this recommendation.

7. SAAC
5 E 54 Hqs.

8.

9.

10.

11.

12.

13.

14.

Approved

8/25/76

#1,000 award

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ODP-1572-76
10 AUG 1976

MEMORANDUM FOR: Chairman, Suggestion and Achievement
Awards Committee

FROM : Clifford D. May, Jr.
Director of Data Processing

SUBJECT : Recommendation for Special Achievement Award

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1. [] Data Conversion Machine Operator-Supervisor, GS-07, Step 10, Office of Data Processing is hereby nominated for the CIA Special Achievement Award.

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2. [] was assigned to the Rosslyn Key punch Unit in 1966 as the unit's supervisor. She is responsible for the supervision of seven key punch operators and "hands on" processing of data for the General Account (GAS) and Payroll systems for the Office of Finance.

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3. [] received an overall rating of "Outstanding" for her performance during the three most recent rating periods. During all of this time she has been physically separated from the mainstream of data processing at Headquarters. This isolation required her to assume the responsibilities of coordinating with customers on data input schedules, advising customers on the proper use of data entry equipment, and designing documents and input formats to achieve the highest degree of efficiency.

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4. With the purchase of the new IV PHASE Key-to-Disk Entry System in June 1975 and the inauguration of the new General Accounting APOD (All-Purpose Obligation Documents) System in July 1975, [] provided the leadership to "get things moving." She immediately faced the challenges of the new system and inspired others in her section to follow her lead. Among the severe handicaps that she labored under were the problems associated with successfully operating parallel key punch systems for processing financial obligations and effectively doing the job with an inadequate number of operators.

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5. In April 1976, [] again demonstrated her versatility by keying twenty days of test data for the Pretest Plan for Stage II of the General Account System on

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a crash basis. To complete this task, she learned new keying instructions and new input source documents along with training her operators in these new procedures. During this period [] maintained all other work schedules without requiring additional time to complete her tasks.

6. We estimate that the recommended employee's performance attained a potential cost avoidance for ODP of \$5000 annually. Replacing her would probably require an additional half-time employee at the GS-05 level in addition to a person to assume her supervisory responsibilities. On the Intangible Benefits Guide, we rate the value of her achievements and sustained superior performance as EXCEPTIONAL-EXTENDED. We would prefer to reward [] in a longer lasting manner by promoting her or awarding her a Quality-Step Increase. However, the up-grading of the position to GS-08 was disapproved in early 1976. She reached the 10th step of her grade in June 1974.

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7. In recognition of her exceptional service to ODP and to other components of the Agency as our customers, we recommend that [] be awarded the CIA Special Achievement Award with an honorarium of \$1,000.

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[]
Clifford D. May, Jr.
Director of Data Processing

Attachments: Biographic Profile
Fitness Reports

CONCUR:

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[]
A Deputy Director for Administration

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